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CITY OF ATLANTA

SHIRLEY FRANKLIN
MAYOR

55 TRINITY AVENUE, S.W.
ATLANTA, GEORGIA 30303-0300
TEL (404) 330-6100

September 5, 2006

President Lisa Borders and
Members of Atlanta City Council
City Hall, Suite 2900 South
68 Mitchell St., S.W.
Atlanta, Georgia 30303

RE: Eastside Tax Allocation District (TAD) Neighborhood Advisory Board Reappointment

Dear President Lisa Borders and Members of the Council:

It is a pleasure for me to reappoint Elise Haverly-Robinson to serve as a member of the Eastside TAD Neighborhood Advisory Board in the NPU-N Category for the City of Atlanta. This appointment is for a **term of two (2) years**.

I am confident that Ms. Haverly-Robinson will continue to serve the Eastside TAD Neighborhood Advisory Board with integrity and dedication.

Sincerely,



Shirley Franklin

Elise L. Haverly
120 Short Street
Atlanta, GA 30316

Home Phone: (404) 688-2457
Work Phone: (404) 506-6790
Fax Phone: (404) 688-2457 with notification.

E-mail: eliserobinson1@aol.com

Education

College or Vocational / Business School

- 2003 - Master of Arts in Historic Preservation from Georgia State University.
in process
1991 - ABA Certified Paralegal from National Center for Paralegal Training.
1989 - Bachelor of Arts in English from State University of New York at New Paltz.

Work History

11/2000 to present - ADECCO/Georgia Power Company Land Department

Archive Assistant with Georgia Power Company Corporate Archives

Responsible for : Assisting with museum exhibits for small museum space ; current exhibit, "75 Years of Generating Growth in Georgia, Georgia Power Company and Economic Development "; accession and catalogue the manuscript/records and audio visual collections for both Georgia Power Corporate Archives and the Georgia Power Olympic Collection; research for both internal and external customers. At present participating in Land Records microfilm backfile conversion project using Paper Port 9 and LIMS (land information management system) applications. Consists of converting land records research documents into easily accessible digital documents.

02/1999 to 12/1999 - George Gary Mechanical Design

Office Manager

Responsible for : Setting up new office systems including all fiscal systems including employer State and Federal requirements: payroll, quarterly reports, year end reports; data entry: QuickBooks, scheduling: jobs, estimate calls, service calls; bookkeeping - accounts receivable, accounts payable; customer service; purchasing - supplies, job site materials, pick up and deliver materials to job site; warehouse inventory; handled employer's personal checking accounts and bill payments; Assisted in hiring of new employees as well as employee terminations.

04/1997 to 01/1999 - American Security Group Insurance Co.

Licensing Analyst

Responsible for : Setting up and maintaining agent/agency data base for Ford Product Management Involuntary Unemployment Insurance program; research government compliance issues regarding state insurance requirements; provided New Dealer set up on Ford data base; provided Agent Licensing and State Appointments; preparing Agency Agreements and Master Policies; 616 Report; Projects: National Auto Dealers Association Implementation, Dealer Compliance/Termination Project.

04/1993 to 11/1996 - Southland Life Insurance Co.

Business Support Analyst

Contracting and Licensing Specialist

Responsible for : State licensing and agent appointments, renewals and terminations; research state regulatory requirements and service standards; contracting responsibilities focusing on agent compensation, hierarchy reorganization in relationship to commission payout, terminations and general data base updates, including use of PAL, Appoint Pac, Vector, and TRW programs.

01/1991 to 02/1992 - Bruce S. Harvey, Attorney At Law

Paralegal

Responsible for : Trial notebook preparation and maintenance, general correspondence, research, organization of discovery material, client and witness interviews, court calendar control, courthouse filings, general office duties.

11/1975 to 04/1990 - Haverly Construction Company

Co-owner/Business Manager

Responsible for : Weekly payroll, quarterly and year end tax reports, accounts receivable and accounts payable, customer service, coordinated company advertising and co-op advertising plan; general office duties.

03/1978 to 05/1981 - Columbia Greene Community College

Director of Day Care

Responsible for : Managing college-sponsored day-care facility, with one full-time and four part-time staff responsible for up to 24 children; administered Day Care Center budget; submitted quarterly and yearly state reports; responsible for hiring of staff, scheduling and interfacing with the Human Services Program's Internship Program; responsible for expansion and relocation of Center to larger facilities; acquired permanent Columbia Greene College Association funding for the Director's position.

Comments

Georgia Notary Public-Fulton County - commission expires 04/15/2008

ABA Certified Paralegal - specialty in Civil Litigation

Community Service

Atlanta Planning Advisory Board – Member representative from NPU N.	2003 - Present
Cabbagetown Neighborhood Improvement Association	1999 - Present
Executive Board	
Land Use Committee	1999 - 2002
Neighborhood Planning Unit N - Vice Chair	2000 - Present
CNIA representative	1999 - Present
United Way Ambassador - American Security Group	1998
Inman Park Festival - Theater Night Committee	1991-1998
Habitat for Humanity - Volunteer Coordinator and Co-Director	1993, 1994
Inman Park	



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SHIRLEY FRANKLIN
MAYOR

55 TRINITY AVENUE, S.W.
ATLANTA, GEORGIA 30335-0300
TEL (404) 330-6100

04-C-1384

July 19, 2004

President Pro-Tempore Ceasar Mitchell and
Members of Atlanta City Council
City Hall, Suite 2900 South
68 Mitchell St., S.W.
Atlanta, Georgia 30303

RE: Eastside Tax Allocation District (TAD) Neighborhood Advisory Board Appointment

Dear President Pro-Tempore Mitchell and Members of the Council:

It is a pleasure for me to appoint Elise Haverly-Robinson to serve as a member of the Eastside TAD Neighborhood Advisory Board in the NPU-N Category for the City of Atlanta. This appointment is for a **term of two (2) years**.

I am confident that Elise Haverly-Robinson will serve the Eastside TAD Neighborhood Advisory Board with integrity and dedication.

Sincerely,



Shirley Franklin

CONFIRMED BY

AUG 16 2004

COUNCIL